



AUTHORITY NOTIFICATION PROCEDURE

PURPOSE

This procedure describes the method for reporting pollution incidents and complying with the notification requirements under section 148 of the Protection of the Environment Operations Act. The procedure must be publicly available on the Bega Cheese website.

NOTIFICATION

Immediately (promptly without delay) notify the authorities listed in Table 1 of pollution incidents causing or threatening to cause material harm to the environment.

A pollution incident:

- Includes a leak, spill or escape of substance, or circumstances in which this is likely to occur
- Includes contaminating land
- Includes noise or odour where it is **combined** with another form of pollution. When noise or odour occurs on its own, it does not need to be notified.

Material harm is

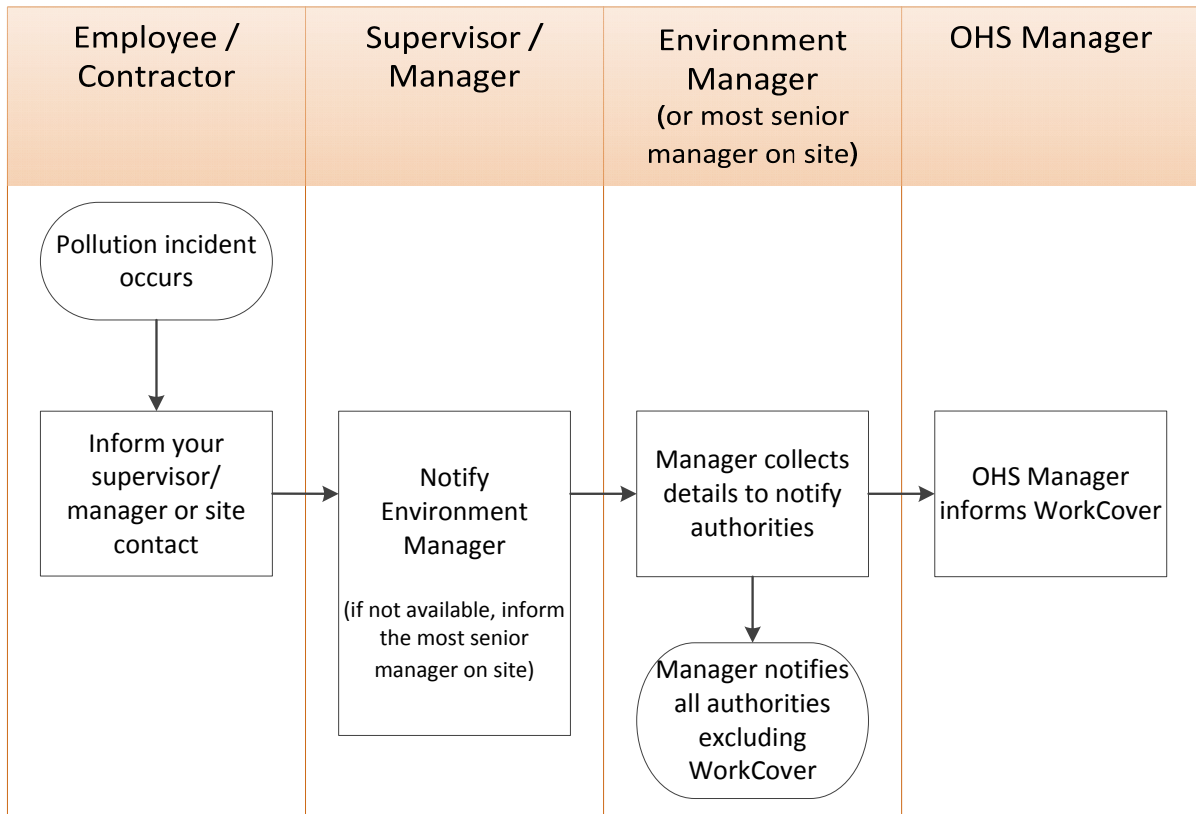
- harm that is 'not trivial', or
- harm that result in actual or potential loss of more than \$10,000 through property damage or cost to prevent, mitigate or fix the harm.

Who notifies?

Any employee or contractor of Bega Cheese who causes, or becomes aware of an incident, must follow the notification responsibility flowchart (Figure 6). This enables the Environment & Sustainability Manager (or the most senior manager on site) to be informed, who then notify the relevant authorities.

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Figure 6 Notification Responsibility



Notification Process & Numbers:

If the incident presents an immediate threat to human health or property, contact the Emergency Services on 000, followed by each of the other authorities as ordered in Table 1. If Emergency Services aren't required immediately, call them last. The authorities will coordinate action to prevent or limit harm if necessary.

Table 1 Phone numbers for relevant authorities

Authority	Business Hours Contact	After Hours Contact
Emergency Services: <ul style="list-style-type: none"> • Fire and Rescue • Police • Ambulance 	000	000
Environment Protection Agency, Environment Line	131 555	131 555
Ministry of Health, Goulburn Office	02 4824 1840	02 6080 8900
Workcover Authority*	13 10 50	02 9214 9220
Bega Valley Shire Council	02 6499 2222	0428 484 460

* OHS Manager contacts WorkCover, Environment & Sustainability Manager contacts other authorities.

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What information is provided?

Sufficient detail of the incident must be provided to enable appropriate follow-up action and includes:

- The time, date, nature, duration and location of the incident.
- Location of the place where pollution is occurring or is likely to occur
- The nature, estimated quantity or volume and concentration of any pollutants
- Circumstances in which the incident occurred including the causes if known
- Action taken (or proposed) to deal with the incident and any resulting (or threatened) pollution

Penalties

Failing to report a pollution incident posing material harm to the environment is an offence under the Protection of the Environment Operations Act. Maximum penalty is \$2,000,000 for corporations or \$500,000 for individuals.